Missouri Department of Elementary and Secondary Education
District Technology Plan Review/Approval

Following is the request form and scoring guide used to review district technology plans. To request approval review, complete the top portion of this form, attach it to the district's technology plan, and mail it to Instructional Technology, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480. For additional information and assistance, contact Instructional Technology staff at 573-751-8247 or visit the web at http://dese.mo.gov/divimprove/instrtech/techplan/gettingstarted.htm_____.

REQUEST FOR TECHNOLOGY PLAN REVIEW – To be completed by district contact   **Submission Date _____**

District Name: _____ County/District Code: _____-_____ Date of Local Board Approval ___/___/___

District Address: _____District Enrollment _____

Contact Person: _____ Telephone: (_____)_____-_____

Fax: (_____) _____-_____ E-Mail Address: _____

READER SCORING – To be completed by reader   **Number _____**

Total score:	Exemplary plan overall: ☐ Yes ☐ No	Library Media Center included in plan: ☐ Yes ☐ No

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STATE APPROVAL – To be completed by the Department *(See scoring notes below)*

1. Approved for E-rate: ☐ Yes ☐ No	Date:		Signature:
2. Approved for Title II D: ☐ Yes ☐ No	Approval Date:	Plan expiration date:	

1. *For a district technology plan to receive state approval for the e-rate discount program, the plan must receive a total of at least 60 points.*
2. *To meet Title IID program standards and updated Missouri Education Technology Strategic Plan goals, a district technology plan must score at least 75 points, with no score point below three (3). All district plans must meet Title II D and Missouri standards by June 30, 2003.*

Technology Plan Scoring Guide

INTRODUCTION: Help orient the reader to the district by providing a brief description of the district in terms of its size/enrollment, geographic location, socioeconomic setting, community resources, and such. Include an overview of the plan's format.

TECHNOLOGY PLANNING COMMITTEE: Detail the development and work of the district's technology committee. Membership of the committee should be <u>representative</u> of students, teachers, administrators, technical support staff, parents, and community/business leaders. Representation should be <u>equitable</u>, and <u>appropriate</u> to address the five Technology Focus Areas (TFAs): 1) Student learning as it relates to the Show Me Standards, including technology skills, 2) Teacher preparation and delivery of instruction, 3) Administration/data management/communication processes, 4) Resource distribution and use, and 5) Technical support.

Needs Revision (1-2 points)	Adequate (required) (3-4 points)	Commendable (5 points)	Score
Committee list is missing or inadequate to determine representation. See note *.	Committee list: ❑ identifies membership groups ❑ includes most membership groups ❑ is appropriate in size	Committee list: ❑ identifies membership groups ❑ includes all membership groups ❑ is appropriate in size ❑ has equitable representation ❑ provides TFA links	

*Revision Note:

DISTRICT EDUCATION TECHNOLOGY MISSION STATEMENT: Envision the future and develop a mission statement that aligns with the district's other existing mission statements and addresses the <u>impact of technology on the district's teaching and learning goals</u> (Comprehensive School Improvement Plan).

Needs Revision (1-2 points)	Adequate (required) (3-4 points)	Commendable (5 points)	Score
Technology mission statement is missing or inadequate to determine the technology focus of the district. See note*.	Technology mission statement: ❑ focuses on integration and student achievement ❑ reflects district mission statement ❑ reflects district CSIP goals	Technology mission statement: ❑ focuses on integration and student achievement ❑ reflects district mission statement ❑ reflects district CSIP goals ❑ directs implementation of TFAs ❑ demonstrates a clear connection between learning technology access and use	

*Revision Note:

CURRENT STATUS – COMPILING RAW DATA: List and briefly describe the comprehensive and appropriate data (sufficient in size and scope) that were used to examine the current status of the five Technology Focus Areas. Indicate how the data helped to identify strengths and weaknesses for each of the TFAs and guide the development of objectives and action plans.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Data are missing or inadequate to address: ❑ student learning as it relates to the Show-Me Standards ❑ teacher preparation and delivery of instruction ❑ resource distribution and use See note *.	Data include at least three of the following: ❑ standardized assessments ❑ local assessments ❑ surveys ❑ policies and procedures ❑ student standards ❑ Census of Technology (COT)	A variety of valid and reliable sources are collected to identify the strengths and weaknesses of district and building level learning. Check sources included. ❑ standardized assessments (MAP, ITBS, etc.) ❑ local assessments (pre/post-tests, scoring guides/rubrics, checklists, etc.) ❑ surveys (Census of Technology, Profiler, teacher and student surveys, etc.) ❑ policies and procedures (equity of resources, copyright, AUP, licensing, CIPA, filtering, web page development, computer donations, security, etc.) ❑ student and teacher standards (curriculum/technology, NETS, Show-Me, etc.) ❑ training data, trainer evaluations, training outcomes, etc. ❑ administrative networking tools (fiscal management, purchasing and budget management systems, etc.) ❑ data management tools (student information systems, grade books, attendance, etc.) ❑ communication tools (e-mail, Internet, Intranet, etc.) ❑ total cost of ownership analysis (hardware maintenance, lease/rent, repair, etc.)	

*Revision Note:

GOAL(S): Establish goals that provide <u>direction for the district's use of educational technology to improve, first and foremost, teaching and learning</u>. Goals are broad statements of the purpose of the plan and are linked to comprehensive improvement plans. Goals should address all five of the TFAs. (It is possible for a goal to cover multiple TFAs.)

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Goal(s) are missing or inadequate to determine the direction of the plan. See note*.	Goal(s) address: ❑ mission statement and district CSIP goals ❑ student learning ❑ teacher preparation and delivery of instruction	Goal(s) address: ❑ mission statement and district CSIP goals ❑ identified needs/weaknesses ❑ student learning ❑ teacher preparation and delivery of instruction ❑ administration/data management/communication processes ❑ resource distribution and use ❑ technical support	

*Revision Note:

STUDENT LEARNING TFA -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Student Data Analysis: <u>Appropriate data and information</u> are used to <u>identify the strengths and weaknesses</u> of student learning as it relates to the Show-Me Standards, including technology skills.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Strengths and weaknesses for student learning as they relate to the Show-Me Standards and technology are missing or inadequate. See note *.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. Strengths and weaknesses have been identified at the district and building levels as they relate to: ❑ student learning as it relates to the Show-Me Standards and technology.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. The relationship between technology and those strengths and weaknesses are clearly summarized as they relate to: ❑ student learning as it relates to the Show-Me Standards and technology ❑ curriculum/instruction ❑ access and use ❑ policies and procedures ❑ CSIP/MSIP	

*Revision Note:

Student Learning Objectives: <u>Objectives (milestones/measures of accomplishments)</u> support the goal(s) of the plan and address student learning.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score

Objectives are missing or are inadequate to measure student learning
 	
See note*.
	Objectives:
	❑ relate to stated goal(s)
	❑ address
	   o what progress is expected
	   o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit student learning
		Objectives:
		❑ relate to stated goal(s)
		❑ address
		   o what progress is expected
		   o how the progress will be measured
		❑ are attainable and realistic
		❑ will benefit student learning
		❑ address weaknesses identified in section D1 (Analyze Data/Student learning)
		❑ address various learner needs	

*Revision Note:

Student Learning Plans: <u>Action plans and implementation strategies</u> indicate technology's role in achieving high student achievement and performance, related to the Show-Me Standards, including technology skills.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Action Plan is missing or inadequate to determine the effect of technology on student learning. See note*.	Action Plan details: ❑ objective ❑ action step/activity ❑ timeline/completion date	Action Plan details: ❑ goal ❑ objective ❑ CSIP and MSIP standards ❑ action step/activity ❑ timeline/completion date ❑ review dates ❑ correction strategies ❑ person responsible	

*Revision Note:

TEACHER PREPARATION TFA -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Teacher Data Analysis: Appropriate data and information are used to identify the strengths and weaknesses of teacher preparation and delivery of instruction.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Strengths and weaknesses for teacher preparation as it relates to technology are missing or inadequate. See note*.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. Strengths and weaknesses have been identified at the district and building levels as they relate to: ❑ teacher preparation and delivery of instruction	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. The relationship between technology and those strengths and weaknesses are clearly summarized as they relate to: ❑ teacher preparation and delivery of instruction ❑ access and use ❑ policies and procedures ❑ CSIP/MSIP	

*Revision Note:

Teacher Objectives: Objectives (milestones/measures of accomplishments) support the goal(s)of the plan and address teacher professional development.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score

Objectives are missing or inadequate to measure teacher preparation and delivery of instruction.
 	
See note*.
	Objectives:
	 ❑ relate to stated goal(s)
	 ❑ address
	   o what progress is expected
	   o how the progress will be measured
	 ❑ are attainable and realistic
	 ❑ will benefit teacher preparation and delivery of instruction
	 ❑ correspond to the planned timeline
		Objectives:
		 ❑ relate to stated goal(s)
		 ❑ address
		   o what progress is expected
		   o how the progress will be measured
		 ❑ are attainable and realistic
		 ❑ will benefit teacher preparation and delivery of instruction
		 ❑ correspond to the planned timeline
		 ❑ address weaknesses identified in section D2 (Analyze Data/Teacher preparation and delivery of instruction)
		 ❑ address various teacher needs (disciplines, grade levels, technology integration, uses of resources, etc.)	

*Revision Note:

Teacher Preparation Plans: Action plans and implementation strategies promote preparing teachers to integrate technology into curriculum and instructional practices.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Action Plan is missing or inadequate to determine the effect of technology on teacher preparation and delivery of instruction. See note*.	Action Plan details: ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source	Action Plan details: ❑ goal ❑ objective ❑ CSIP and MSIP standards ❑ action step/activity ❑ timeline/completion date ❑ review dates ❑ correction strategies ❑ person responsible ❑ estimated cost/budget ❑ funding source	

*Revision Note:

ADMINISTRATION TFA -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Administration, Management & Communications Data Analysis: Appropriate data and information are used to identify the strengths and weaknesses of the district's use of technology to support administration, data management, and communication processes.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Strengths and weaknesses for Administration/data management/ communication processes as it relates to technology are missing or inadequate. See note*.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. Strengths and weaknesses have been identified at the district and building levels as they relate to: ❑ administration/data management/ communication processes	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. The relationship between technology and those strengths and weaknesses are clearly summarized as they relate to: ❑ administration/data management/ communication processes ❑ access and use ❑ policies and procedures ❑ CSIP/MSIP	

*Revision Note:

Administration, Management & Communications Objectives: <u>Objectives (milestones/measures of accomplishments)</u> are established to support the goal(s) of the plan and address the district's use of technology to support school administration, data management, and communications.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score

Objectives are missing or inadequate to measure the administration/data management /communication processes.
 	
See note*.
	Objectives:
	❑ relate to stated goal(s)
	❑ address
	   o what progress is expected
	   o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit administration/data management/communication processes
	.
		Objectives:
		❑ relate to stated goal(s)
		❑ address
		   o what progress is expected
		   o how the progress will be measured
		❑ are attainable and realistic
		❑ will benefit administration/data management/communication processes
		❑ correspond to the planned timeline
		❑ address weaknesses identified in section D3 (Analyze Data/administration/data management/communication processes)
		❑ address various management needs (fiscal, attendance, etc.)	

*Revision Note:

Administration, Management & Communications Plans: <u>Action plans and implementation</u> strategies indicate technology's role in improving the district's administration, data management, and communication processes.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Action Plan is missing or inadequate to determine the effect of technology on administration/data management/ communication processes. See note*.	Action Plan details: ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source	Action Plan details: ❑ goal ❑ objective ❑ CSIP and MSIP standards ❑ action step/activity ❑ timeline/completion date ❑ review dates ❑ correction strategies ❑ person responsible ❑ estimated cost/budget ❑ funding source	

*Revision Note:

RESOURCE TFA -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Resource Data Analysis: Appropriate data and information are used to identify the strengths and weaknesses of the district's access to and use of technology resources.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Strengths and weaknesses for resource distribution and use as it relates to technology are missing or inadequate. See note*.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. Strengths and weaknesses have been identified at the district and building levels as they relate to: ❑ resource distribution and use	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. The relationship between technology and those strengths and weaknesses are clearly summarized as they relate to: ❑ resource distribution and use ❑ access and use ❑ policies and procedures ❑ CSIP/MSIP	

*Revision Note:

Resource Objectives: Objectives (milestones/measures of accomplishments) are established to support the goal(s) of the plan and address the distribution and use of the district's technology resources.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score

Objectives are missing or inadequate to measure resource distribution and use.
 	
See note*.
	Objectives:
	❑ relate to stated goal(s)
	❑ address
	    o what progress is expected
	    o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit resource distribution and use
		Objectives:
		❑ relate to stated goal(s)
		❑ address
		    o what progress is expected
		    o how the progress will be measured
		❑ are attainable and realistic
		❑ will benefit resource distribution and use
		❑ address student to computer ratio
		❑ correspond to the planned timeline
		❑ address weaknesses identified in section D4 (Analyze Data/Resource distribution and use)
		❑ address various resource distribution and use needs (equity, standards, surveys, maintenance, repair, etc.)	

*Revision Note:

Resource Plans: Action plans and implementation strategies support adequate and equitable distribution and use of the district's technology resources.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Action Plan is missing or inadequate to determine the effect of resource distribution and use. See note*.	Action Plan details: ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source	Action Plan details: ❑ goal ❑ objective ❑ CSIP and MSIP standards ❑ action step/activity ❑ timeline/completion date ❑ review dates ❑ correction strategies ❑ person responsible ❑ estimated cost/budget ❑ funding source	

*Revision Note:

TECHNICAL SUPPORT TFA -- DATA ANALYSIS, OBJECTIVES, AND ACTION PLANS

Technical Support Data Analysis: Appropriate data and information are used to identify the strengths and weaknesses of the district's support of its technology resources.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Strengths and weaknesses for technical support as it relates to technology are missing or inadequate. See note*.	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. Strengths and weaknesses have been identified at the district and building levels as they relate to: ❑ technical support	Valid and reliable sources were analyzed to identify and list strengths and weaknesses. The relationship between technology and those strengths and weaknesses are clearly summarized as they relate to: ❑ technical support ❑ access and use ❑ policies and procedures ❑ CSIP/MSIP	

*Revision Note:

Technical Support Objectives: <u>Objectives (milestones/measures of accomplishments)</u> serve the goal(s) of the plan and address adequate support of the district's technology resources.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score

Objectives are missing or inadequate to measure technical support.
 	
See note*.
	Objectives:
	❑ relate to stated goal(s)
	❑ address
	    o what progress is expected
	    o how the progress will be measured
	❑ are attainable and realistic
	❑ will benefit technical support
		Objectives:
		❑ relate to stated goal(s)
		❑ address
		    o what progress is expected
		    o how the progress will be measured
		❑ are attainable and realistic
		❑ address ratio of technical staff to number of computers
		❑ will benefit technical support
		❑ correspond to the planned timeline
		❑ address weaknesses identified in section D5 (Analyze Data/Technical support)
		❑ address various technical support needs (e.g., maintenance, repair, number of workstations, FTE, service records, etc.)	

*Revision Note:

Technical Support Plans: <u>Action plans and implementation strategies</u> promote adequate and equitable technical support goal(s) and objectives.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
Action Plan is missing or inadequate to determine the effect of resource distribution and use. See note*.	Action Plan details: ❑ objective ❑ action step/activity ❑ timeline/completion date ❑ estimated cost/budget ❑ funding source	Action Plan details: ❑ goal ❑ objective ❑ CSIP and MSIP standards ❑ action step/activity ❑ timeline/completion date ❑ review dates ❑ correction strategies ❑ person responsible ❑ estimated cost/budget ❑ funding source	

*Revision Note:

DISSEMINATION, MONITORING, AND EVALUATION: Address the processes for ongoing <u>communication/ dissemination</u> with community representatives, and stakeholders, for <u>monitoring</u> and adjusting the plan as necessary, and for <u>evaluation</u> of the plan in terms of its effectiveness and validity.

Needs Revision (1-2 points)	Adequate (3-4 points)	Commendable (5 points)	Score
The strategies to disseminate, monitor, and evaluate are missing or inadequate to determine the plan's effectiveness. See note*.	Plan includes strategies for: ❑ Dissemination 　o reports progress ❑ Monitoring 　o timely ❑ Evaluation 　o uses appropriate assessment tools	Plan includes strategies for: ❑ Dissemination 　o reports progress 　o informs all stakeholders and policy makers (board members, legislators, civic leaders, etc.) ❑ Monitoring 　o timely 　o analytical 　o ongoing ❑ Evaluation 　o timely 　o ongoing 　o uses appropriate assessment tools	

*Revision Note: